

## Job Description

**Role Title: Clinical Ward Sister/ Charge Nurse**

**Band: 6**

**Contract: Permanent**

**Responsible to: Ward Manger**

**Accountable to: Modern Matron**

**Location: Surgical Short Stay**

### Key working relationships:

The candidate will be working closely with the other members of the Ward manager, Modern Matrons and ward staff.

### Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



### Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

### Job Summary

The post holder will work as a member of the Surgery Management Team, supporting the Surgical Short Stay ward while working in partnership with stakeholders such as Ward

Managers, Modern Matrons, Specialist Nurses and others to support the implementation of evidence based practice and the professional development of staff in clinical practice. A shift/team leader, providing clinical leadership and management support, developing and evaluating best practice within the department. The post-holder will deputise for the department manager as required.

In addition, they will facilitate the development and maintenance of positive practice environments; thereby contributing to the continual development of quality services provided to patients and others who come into contact with the Trust.

## **Main duties**

As part of our commitment to patients and delivery of a world class service for all, we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.

## **Clinical support**

1. Act in accordance with NMC Code and be accountable for own practice and professional actions at all times.
2. Contribute to the development of the roles of nurses, midwives, nursing associates in the best interests of patients and these professions in accordance with the NMC Code.
3. Maintain an identifiable clinical presence, and when occasion requires, work in practice undertaking relevant clinical activities to support teams, maintain own clinical competency and to support staff in developing clinical practice.
4. Demonstrate clinical practice expertise through personal practice and by leading by example.
5. Act as a clinical and professional role model for effective clinical leadership enabling and facilitating others to take forward initiatives.
6. Acquaint the Associate Directors of Nursing, Group Directors of Nursing and Allied Health Professions, Practice Facilitators, Modern Matrons and Ward/Department Managers with professional, operational, or clinical concerns and promote professional practice at all times.

## Professional development and Education of staff

1. Liaise with the Clinical Education Lead, Modern Matrons, Ward/Department Managers to identify the development and training requirements of nursing, midwifery, nursing associate and healthcare support staff within designated clinical areas according to service requirements and individual needs.
2. Support staff with mandatory training through a variety of resources such as delivering classroom based sessions and e-learning and monitor compliance
3. Work collaboratively with other professional groups to maximise development opportunities and interprofessional learning opportunities.
4. Act as an advocate for learners in practice, working in partnership with managers and practice learning support staff to promote environments conducive to learning.
5. Liaise with the Clinical Education Lead and Modern Matrons to escalate any concerns that affect the practice learning environment or experience of learners in practice.
6. Communicate and present information, written or verbal, formally or informally as appropriate.

## Development of Positive Practice Environments

1. Support continuous improvements to service provision by maintaining current and up to date knowledge of best practice and by creating an environment of trust and respect, enabling staff at all levels to contribute to decision making.
2. Contribute to the creation of positive teams and working environments, to support the implementation of Shared Decision Making and encouraging individuals and teams to demonstrate initiative in developing quality improvements which are evidence based and patient focused.
3. To support clinical areas to achieve Gold in their Ward Accreditation
4. Maximise opportunities to share good practices and innovations with colleagues locally and nationally.
5. Support ways to promote and celebrate excellence in practice e.g. staff recognition awards or promoting and sharing successes in clinical practice.
6. Support and direct elements of specific corporate nursing, midwifery and nursing

associate projects originating nationally, regionally and locally e.g. CNO Shared Governance: Collective Leadership Programme.

7. Participate in the recruitment, selection and retention of staff.
8. Represent the Trust on external professional groups and network with colleagues from other organisations as appropriate.

## Quality Management

1. Assist the Clinical Education Lead and other stakeholders in the development, implementation, monitoring, evaluation and audit of nursing, midwifery and nursing associate policies, protocols, guidelines and standards ensuring that they meet current practice and professional regulations.
2. Ensure that quality standards are set and monitored against internal and external benchmarking processes and that clinical risk management and clinical audit are an integral part of practice developments.
3. Act as a resource for staff to access and raise awareness of national and local policies that will impact upon clinical practice and influence the delivery of patient care.

Understand key governance requirements relating to nurses, midwives and nursing associates and support practice staff in ensuring these are maintained, escalating any concerns as

## Person Specification

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### **Supporting Evidence**

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

<b>Factors</b>	<b>Essential</b>	<b>• Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 1st level Registered Nurse or Registered Midwife</li> <li>• Current NMC registration</li> <li>• Evidence of study at level 6 (degree level) or willingness to undertake</li> <li>• Teaching and assessing qualification</li> <li>• Current demonstrable CPD</li> </ul>	<ul style="list-style-type: none"> <li>• BSc in related health subject</li> <li>• Leadership experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant professional post registration experience</li> <li>• Current clinical experience and competence in acute care</li> <li>• Experience in implementing evidence based care</li> <li>• Evidence of implementing change</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in research and audit in a clinical or academic setting</li> <li>• Organisation and facilitation of study events, workshops and training programmes</li> <li>• Experience in being a chair or deputy chair in a Shared Decision</li> </ul>

	<p>in clinical practice and successfully challenging barriers to change</p> <ul style="list-style-type: none"> <li>• Experience of teaching and assessing in clinical practice</li> </ul>	Making /Governance council
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A knowledge of the surgical services, wards skills in this area</li> </ul>	
<b>skills</b>	<ul style="list-style-type: none"> <li>• Effective leadership skills</li> <li>• Excellent verbal communication and interpersonal skills</li> <li>• Ability to manage difficult situations effectively</li> <li>• Evidence of excellent documentation and written skills</li> <li>• Computer literacy and use of IT skills – Email, PowerPoint, Word and Excel</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrate maturity and self-awareness</li> <li>• Enthusiastic, motivated and able to motivate and instil confidence in others</li> <li>• Willing to be flexible and adaptable, specifically in working across organisational and professional boundaries</li> <li>• Ability to work both autonomously and within a team</li> </ul>	

<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate behaviours consistent with the Trust's values. <i>(As detailed in UHCW's Values in Action document below)</i></li> <li>• Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience</li> </ul>	
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## Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

**The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.**



## Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

